



## Fire Protection Services Committee Meeting Minutes

May 24, 2023

1. **Call to Order @ 1906 hrs.**
2. **Review and approval of last meeting minutes** – Motion made by Councilor Sampson, second by Nathan
3. **Business arising from the minutes** - None
4. **Old Business** (Starting point as there has been large gaps between meetings due to covid)
  - a. Follow up on boat launch for St. Peter's
    - i. Blair Stone follow up from Matt Cooke?
      1. Letter (email) was sent with no reply, numerous phone calls have been unanswered and returned.
      2. **Action items**
        - a. **Blair** – to send Steve/CAO the original letter that was drafted (**this was not sent??**)
        - b. **CAO and Blair** – to have a discussion on what the proposal will be - A letter of support from council to be drafted and sent for approval to have a boat launch installed on the Atlantic side of the canal.
        - c. **St. Peter's VFD** – shall draft the letter which will go to Council for discussion and follow up, also to be sent to DFO, Parks Canada, NS Provincial Parks, etc.)
    - ii. Dry hydrant policy
      1. Moving forward - what is the plan for dry hydrants?
        1. No submissions to date to utilize the new policy
          - a. **St. Peter's VFD is getting close to the final stages and an application should be submitted.**
        2. Policy has been approved (Jan 24<sup>th</sup>, 2022) and is in place for funding - \$10,000 per year – two installations (up to \$5000 each application)
          - a. Departments should submit identified locations for potential installations
          - b. Submit quotes for installations, then we can discuss
      2. Paul read letter on behalf of the Chief group to be sent to CAO and Council as well as ask three questions now that the policy is in effect:
        1. Has the municipality drafted a template easement plan which could be used for planning areas for possible locations?
        2. Has the municipality reached out to the Department of Fisheries or the Department of Environment regarding what is required?



3. Design - Has the municipality reached out to Strait Engineering or someone like that for a generic dry hydrant design?
4. **Action items (Not actioned)**
  - a. **PW Chris** – Outline actual procedure for who looks after what
    - i. Easements, legal, planning, administrative, etc.
    - ii. Reach out to an engineering firm to provide a sample quote to see what kind of cost is possible.
  - b. **Chair** - Need to address the departments that can't even afford the \$5000 (how do we look after them and those areas?)
  - c. **Councilors/CAO** - This is to be taken to the Policy and Bylaw Committee for discussion
    - i. Amount budgeted - what is the true amount that one of these costs (Design, permits, easements, construction, etc.?) Should it be raised up to \$10000 per installation?
    - ii. Detailed process (checklist) to follow to ensure that all appropriate steps are taken
    - iii. Responsibilities of who is looking after which part (VFD or Staff?)
    - iv. Maintenance – If departments are struggling to survive, how can they afford to maintain the hydrants or sites?
- c. Fire Services
  - i. Governance of the fire services
  - ii. Priority to achieve financial stability
  - iii. What can council do to help improve fire services in Richmond County?
    1. **Action items**
      - a. Lots of discussion surrounding budgets and what the future looks like, how can money be allocated better?
      - b. More discussion and planning are needed – circled back to the Levy and Fire Service review
      - c. This will now become part of item G as it is tied to the Fire Service Review, should have been moved after the March meeting.
- d. Bulk buying – not really discussed as it is tied to the finances
  - i. Tied to the Fire Service review item
  - ii. Remaining until it can be discussed properly
- e. Fire Department Reporting (**Policy Change for discussion**)
  - i. More detailed Financials
  - ii. Addition of Certifications on equipment (pumps, SCBA, etc.)
    1. **Action item**
      - a. **Steve** – draft what he's looking to have reported



- i. Sample templates were distributed amongst the members present with a discussion and electronic versions will follow. This will allow for consistent reporting from all VFD's, transparency of finances, and allow for better bulk Capital purchases.

f. Fire Services Review Document

**1. Action item**

- a. Action is needed on the Fire Service Review that was done in 2019. Recommendations were made by the consultants, and they should either be looked at and implemented or explain why they shouldn't.
- b. Item C is now part of this item
- c. **Steve** - contact Deputy CAO from Guysborough and Director of Emergency Services for Pictou regarding their VFD's and offer an invite to speak at the September meeting

g. Asset Lists

- i. Steve needs updated equipment/asset lists so that items can be tracked as well as assistance when shopping around for things like insurance, bulk buying, etc.

**1. Action item**

- a. **Steve** – draft a spreadsheet to assist with capturing this info
  - i. **Completed** – Spreadsheet distributed to those in attendance for comment, an electronic version will be sent for use to be completed by next meeting

5. New business

a. Civic Address Signs

- i. There are a lot that are missing and need to be replaced

**1. Action Item**

- a. **Councilor Diggon** - to inquire about costs and where to get them and installation
- b. **Steve** – Once information is gathered, put out notice to public
  - i. Social Media, August Reflections as a follow up

b. Wildland/Brush Fires

- i. Are there any needs or concerns to be looked into?
  - 1. Fuel loads lying on the ground from Fiona was discussed. Steve spoke to Darryl Johnson from St. Peter's DNRR office and the issue with that deadfall is a few years away from being an increased concern.

c. Insurance Renewal



- i. Steve is looking to get a head start this year so that it is not last minute again. Currently there is one group policy and two single policies. The plan is to gather information from all departments (item G - asset list) and shop it around for the best rate for all.

**6. Items that were added to the agenda**

**a. Camera for Lennox Passage Bridge**

- i. When wifi cable is brought to the bridge, should a camera be added to monitor area

**1. Action Item**

- a. Who is responsible for this? Would this not be a 511 initiative or at least a joint undertaking?

**7. Round Table**

**8. Next meeting date – September 27<sup>th</sup>, 2023**

**9. Adjournment – Motion by Councilor Diggdon, second by Steve**